

State of California
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG CONTRACT CLOSE-OUT CHECKLIST AND CERTIFICATION OF DOCUMENTS TRANSMITTED
CSD 715 (Rev. 03/10)

Contractor	
Contract Number	Term

Within 90 days of the end of your contract term, you are required to submit this form and all documents listed below to CSD. Any monies due to CSD must also accompany the form and documents.

1. Refund Check Amount (if applicable) (Explain Below)
\$ _____
☐ Not Applicable
2. CSBG Fiscal Data - CSBG Expenditure Report (**Use web-based Current Reporting system**)
☐ Submit all expenditure adjustments to the Expenditure Activity Reporting System. (All adjustments must be made in the report period in which they occurred.)
☐ Not Applicable
3. CSBG Close-out Program Income/Interest Earned Expenditure Report
☐ CSD 715C (Rev. 03/10)
4. CSBG Close-out Equipment Inventory Schedule
☐ CSD 715D (Rev. 03/10)

Comments: (Note reporting periods as referenced in #2 in this section)

CERTIFICATION	
THE SIGNATURE BELOW CERTIFIES THAT THE ENCLOSED DOCUMENTS (LISTED ABOVE) ARE ACCURATE, COMPLETE, AND HAVE BEEN REVIEWED AND APPROVED BY THE AGENCY'S AUTHORIZED AGENT.	
Name	Telephone Number ()
Signature	Date